

CITY OF CARLSBAD



INVITES APPLICATIONS FOR: FIRE MARSHAL



AN AT-WILL

MANAGEMENT POSITION

ANNUAL SALARY RANGE

\$81,000 - \$117,500*

*CURRENTLY UNDER SALARY REVIEW

PLUS EXCELLENT BENEFITS

FILING DEADLINE:
MONDAY, OCTOBER 2, 2006

The City

The City of Carlsbad is located on the beautiful coastline of the desirable north county of San Diego. The city is only 62% developed and is expected to grow from its current population of 98,000 to 127,800 once its 42 square miles are built out. Carlsbad residents enjoy the benefits of a full service City, including its own fire and police, library, utilities and water services departments.

The Department

The Fire Department is comprised of 86 positions, department budget of \$15.5 million and includes emergency operations, disaster preparedness, and fire prevention functions. Responds from 6 fire stations and includes paramedic/ambulance services.

This vacancy was created as a result of a retirement. The new Fire Marshal will be in charge of a division of 3 full-time and 2-3 part-time inspectors and one secretary.

The current year division budget is approximately \$899,000. During 2005, the division processed over 1600 plans for review and conducted over 1350 inspections.

The Position

Under general direction from the Fire Chief, this position is responsible for the management, technical and administrative work of managing the Fire Prevention Division and to perform other administrative staff duties as assigned.

This is a management "at will" position.

Key responsibilities will include:

- Planning, directing and coordinating the enforcement of federal, state and local laws, codes and ordinances covering fire safety.
- Supervising all staff, including hiring, evaluating, training and career development and recommending personnel actions.
- Developing and implementing methods, techniques and program improvements, including establishing priorities and tracking program progress.
- Managing the fire investigation program.
- Providing technical information to architects, developers, contractors, engineers and property owners.
- Managing and coordinating the department's public education program

The Ideal Candidate

The ideal candidate will:

- Be a contemporary leader who demonstrates an approachable, collaborative style;
- Be knowledgeable in the principals and practices of fire inspection, plan review, enforcement and fire investigation;
- Model collaborative problem-solving, consensus building and flexibility in achieving outcomes;
- Demonstrate excellent communication skills, both orally and in writing;
- Be able to develop effective partnerships with other city departments, businesses and other jurisdictions;
- Be focused on empowering, mentoring and developing a high performing team;
- Have a track record of demonstrated supervisory or leadership accomplishments;
- Demonstrate excellent customer service skills; and
- Be an effective manager who can plan, develop and carry out goals, objectives and administer the business of the Fire Prevention Division.

Qualifications

Equivalent to an associate's degree from an accredited college or university with a major in fire science or fire administration; and

Five years of increasingly responsible experience in municipal fire protection or similar organization. Must show evidence of supervisory experience and/or leadership accomplishment in their experience.

Penal Code 832 certification.

Completion of coursework equivalent to CA Fire Prevention and Plans Examiner series or must be completed within the first year of employment or as determined by the Fire Chief.

Fire Department Mission Statement

Our mission is to enhance the quality of life in our community by delivering exceptional services in safeguarding lives, property and our environment

Salary & Benefits

\$81,000 - \$117,500 - Annual Salary Range

Management compensation plan provides for base pay and an incentive program.

- **3% @ 50 PERS Retirement with EPMC enhanced benefit**
- **Generous indemnity or managed health care insurance coverage through CalPERS.**
- **Life, AD&D, and LTD**
- **12 Holidays; 80 hours vacation to start; and 56 hours executive leave annually.**

Filing Deadline

Applications may be obtained from the City of Carlsbad, Human Resources Dept: 1635 Faraday Ave., Carlsbad, CA 92008, (760) 602-2440; or downloaded from or apply on-line at www.carlsbad.ca.gov/hr

Completed City applications must be returned to the Human Resources Department by 5:00 p.m., Monday, October 2, 2006.

Selection Process

A City Application is required. It is important that your application show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for the position. Although resumes are permitted, they will not be accepted in lieu of a completed application. All application materials will be reviewed and the most qualified candidates will be invited to participate in the selection process. This process may consist of an applicant rating, written or skills assessment exam and/or oral exam. Final candidates will have experience and educational background verified and will be required to furnish references.

Tentative Selection Timetable

Oct 2	Closing deadline for receipt of applications by 5:00 p.m.
October 23	Assessment Center
Week of October 30	Final interviews with Department

City of Carlsbad Human Resources
1635 Faraday Avenue, Carlsbad, CA 92008
Phone (760) 602-2440
Job Line (760) 602-2480
www.carlsbadca.gov/hr
Equal Opportunity Employer

